

## Standard Reports **Description**

VML Insurance Programs Online University **administrators** have access to standard reports that display rosters, user-training activity, recorded test scores, edit users, and print group certificates to lower levels within their organizational hierarchy.

Level 1 administrators have access to training records pertaining to their own group of users. The following screen shot depicts the standard reporting menu accessible to all administrators:



### **Reporting**

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- **Campus Hierarchy** The campus hierarchy report displays the subset of your employees who are using VML Insurance Programs Online University.
- **Transcript Report** This activity report shows a report line for each course that each of your employees has taken. The course is not considered taken until the post-test is attempted. The report can be filtered and sorted for various views.
- **Course Status Report** For a selected course, this report shows employees who are enrolled in the course, but haven't started, started but not passed, and passed, including the date associated with each status. Setting "Show Lesson Detail" to "Yes" includes the time the employee has spent in the course and the number of times ("Tries") the employee submitted the post-test for scoring.
- **Custom Reports** Any reports available in this category are unique to the VML Insurance Programs Online University. The following page provides descriptions of any reports available to you.
- **Purchased Courses Report** Lists your organization's course credit balance.
- **Print Group Certificates** Print certificates for users in your group(s) that have passed a course. You may print for individual or multiple users.



### Campus Hierarchy Report Instructions:

This report displays the roster of all users in your group who have registered onto the system. (Note: Single sign-on systems automatically register users the first time they enter.) Upon clicking the Campus Hierarchy link, the administrator will see the following page:

**Campus Hierarchy:**  
**Select Which Users To Show**

[\[ Go to Reports Menu | Go to Main Menu \]](#)

Once you have made your selection click Continue.

Show:  All  Active  Inactive

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The above screen provides the option to view all users in your group, only active users, or only inactive users. Always accept the default (Show All) and click the Continue button, which takes you to the following screen:

**Campus Hierarchy**

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[\[ Go to Reports Menu | Go to Main Menu \]](#)

**Legend:**

- VML\_L3
  - VML\_L2
    - VML\_Entities

**Structure:**

- VML Level 3 (VML\_L3)
  - VML Level 2 (VML\_L2)
    - **YOUR ENTITY**

The above screen details the campus infrastructure and allows you to click the link that delineates your own group, which takes you to the following screen:

# Members of YOUR ENTITY

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Last Name	First Name	UserID	Phone	Email
Beavers	Connie	rw3-cbeavers		cbeavers@firstnetlearning.com
Grimes	Steve	rw4-sgrimes		sgrimes@firstnetlearning.com
Tedeschi	Art	rw2-atedeschi		atedeschi@sciencehill.net

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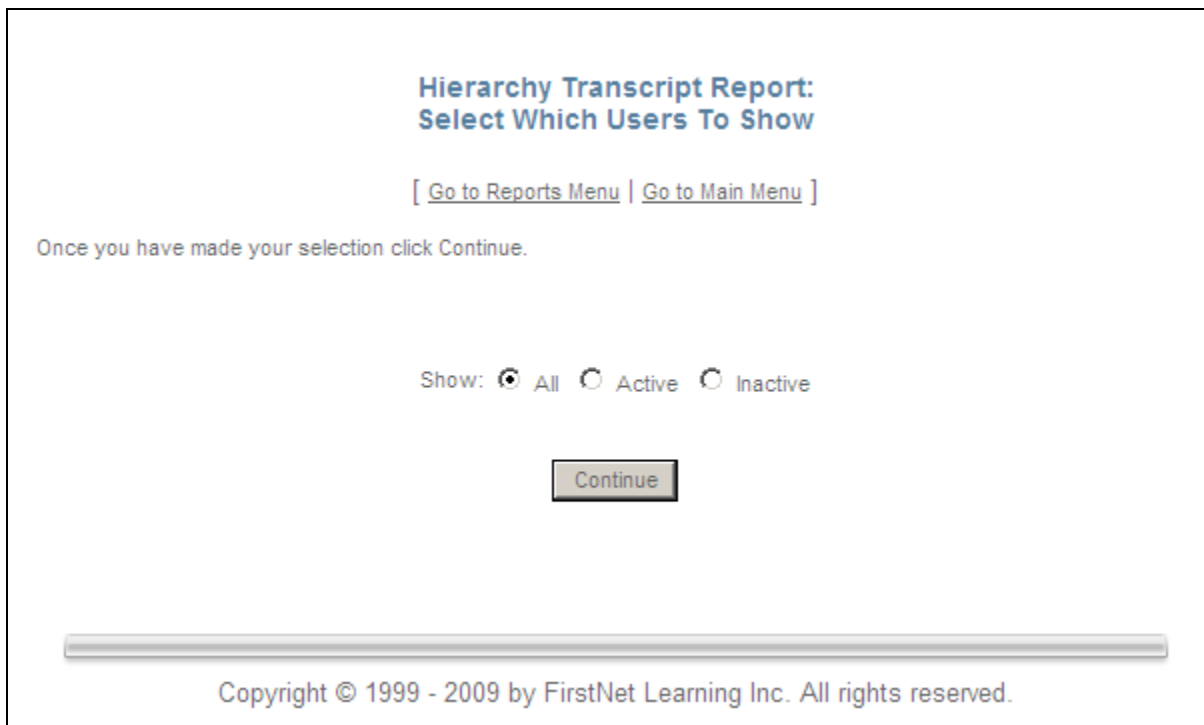
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The above screen lists all users in your group and various properties of each (these properties may vary, depending on campus customizations).

### Transcript Report Instructions:

This report shows course activity for each user in your group for each course they've taken. Course activity is shown only for users who have attempted a test.

Upon clicking the Transcript Report link, the Level 1 administrator will see the following page:



The screenshot shows a web interface for selecting users to display in a transcript report. At the top, the title reads "Hierarchy Transcript Report: Select Which Users To Show". Below the title are two links: "[ [Go to Reports Menu](#) | [Go to Main Menu](#) ]". A line of text instructs the user: "Once you have made your selection click Continue." Below this, there are three radio button options: "Show:  All  Active  Inactive". A "Continue" button is centered below the radio buttons. At the bottom of the page, a horizontal line is followed by the copyright notice: "Copyright © 1999 - 2009 by FirstNet Learning Inc. All rights reserved."

The above screen provides the option to view all users in your group, only active users, or only inactive users. Always accept the default (Show All) and click the Continue button, which takes you to the following screen:

## Transcript Report Setup Page

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Click the button below to see a transcript report for your rw\_l1.

Event Result:  All  Some

Audited  
Completed  
Deferred

Course Code:  All  Some

A Problem-Free Approach to Problem-Solving (nc27)  
Access 2003 (ML01)  
Access 2007 (ML02)  
Accident Incident Investigation (AI11)  
Achieving Communication Effectiveness (AC02)

Select Date Filter  
(optional):

Show Only These  
Dates: From:

To:

Primary Sort by  in  order

Secondary Sort by  in  order

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The above setup page allows you to select the following report options:

### Event Result

Accept the default setting (All) to view all event types. Choose “Passed” and/or “Incomplete” to view only online training.

### Course Code

Select “All” to view user results for all courses they’ve taken, or select “Some” to view only specific courses. Select a single course by clicking the course title – multiple courses may be selected by holding the Control key and clicking multiple selections.

### Filters

Set the following filters if you wish to view a specific event date, date period, or sorting order. In most cases, these can be left at the default settings.

Click "Submit" to view the final page:

**Transcript Report Setup Page**

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Employee Name	Employee Number	Office Location	Course Name (Course Code)	Course Type	Event Date	Event Result	Due Date	Vendor
YOUR ENTITY								
Administrator, Redwoods	rw-ymca-wc	FNLTestYMCA	Bloodborne Pathogens (RW03)	Online, Self-Paced	11/12/2009	Passed		
Beavers, Connie	rw3-cbeavers	FNLTestYMCA	Sexual Harassment Prevention (RW04)	Online, Self-Paced	11/13/2009	Passed		

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The above page lists each user who had attempted a test for the courses selected in the previous screen. The "Incomplete" status indicates that the user launched the post-test but didn't complete the test or didn't pass it. Column titles may vary based upon campus customizations.

### Course Results Report Instructions:

This report lists detailed information on a single course taken by your group. It lists authorized users who haven't started the course, authorized users who started but didn't pass the test, and users who passed the test.

The first page asks you to select a group:



Select either the entities course status report or the L2 course status report.

This takes you to the following page:

# Course Status by VML\_Entities

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## VML\_Entities and Course Selection

Select the VML\_Entities: Your Entity Name Shows Here

Course code:

If you don't know the course code, select it from this list.



Include users without authorization records.

Show Users

All  Active  Inactive

## Show Lesson Detail

Yes  No

Show Report

Reset

The above page allows you to enter the target course ID. You may also wish to check the “Include users without authorization records” checkbox to include users who may have been previously authorized to the course, but are no longer authorized. You may also wish to click “Yes” to “Show Lesson Detail” in order to view time spent on individual lessons.

Clicking “Show Report” takes you to the following page:

## Course Status Report

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VML\_L1: YOUR ENTITY

Course code: DV78

Authorized Users Not Started					
User Name (UserID)	Auth Date	First Access	Last Access	Score	Pass Date
Connie Beavers (rw3-cbeavers)	11/11/2009	NA	NA	NA	NA

Authorized Users Started But Not Passed					
User Name (UserID)	Auth Date	First Access	Last Access	Score	Pass Date
Art Tedeschi (rw2-atedeschi)	11/17/2009	11/17/2009	11/17/2009	NA	NA

Authorized Users Passed					
User Name (UserID)	Auth Date	First Access	Last Access	Score	Pass Date
Dan Administrator (rwwc)	11/12/2009	11/12/2009	11/12/2009	90.00%	11/12/2009

### Summary for this VML\_L1

Authorized Users	3
Authorized Users Not Started:	1
Authorized Users Started But Not Passed:	1
Authorized Users Passed:	1

The above page displays a section categorized by:  
Authorized Users Not Started.

Authorized Users Started But Not Passed – Users who have begun the course but not passed it.

Authorized Users Passed – Users who have completed the course with a passing score.

As in the above example, sections will not display if no users fit the category.

Authorized Users Passed						
User Name (UserID) / Lesson Name	Time Min	Pre-Test		Post-Test		
		Score	Date	Score	Date	Tries
(VML_ [redacted])	<b>Time Spent:</b> 1 hour 57 minutes <b>Last Access:</b> 03/05/2009 <b>Course Grade:</b> 100.00%			<b>Auth Date:</b> 03/05/2009 <b>Start Date:</b> 03/05/2009 <b>Pass Date:</b> 03/05/2009		
0. Introduction and Conclusion	1	No Test		No Test		
1. Introduction	2	No Test		No Test		
2. Lesson 1: Defensive Driving and You	10	No Test		No Test		
3. Lesson 2: Making Good Choices	26	No Test		No Test		
4. Lesson 3: Driving Safely is a State of Mind	25	No Test		No Test		
5. Lesson 4: Hazards Outside Your Control	22	No Test		No Test		
6. Lesson 5: Vehicle Protection Systems	23	No Test		No Test		
7. Summary and Post-Test	8	No Test		100.00%	3/5/2009	2
8. Conclusion	0	No Test		No Test		

By choosing **Yes** to Show Lesson Detail from the same Course Status Report screen, you can determine how long a student spent on the course/section. You can determine the date the course was added to their course roster, when they started, and passed the course. You will also be able to determine their final score and how many attempts it took to complete the post-test in order to achieve a passing score.

This can be a useful monitoring tool to determine if students find this learning format suitable or too much of a challenge. Multiple attempts may be an indicator that the student is struggling with the format, functionality of the program, or their testing environment.

### Custom Report:

This report provides administrators' a report that shows each course on an employee's course list. The report will provide date the employee enrolled and passed the course.

## List Custom Reports

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Code	Name	Description	Action
VML_006	Course Status Report (Your Municipality)	For your municipality, shows each course on each employee's courselist. Dates for each course indicate when the employee enrolled and passed (or N/A) the course.	<input type="button" value="Run"/>

Clicking the “Run” button will take you to the following page:

## Select Output Options

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[ ]

Create Custom Report

- Display results in an HTML table
- Display results in ASCII text
  - Separate columns with a  character
  - Separate columns with a TAB character
- Download results in ASCII text
  - Separate columns with a  character
  - Separate columns with a TAB character

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The above page allows you to see the page as an HTML table or to download the results as an ASCII text. If you select “continue” without modifying you will see the report as an HTML page. Clicking the “Continue” will take you to the following page:

# Custom Report

## Course Status Report (Your Municipality)

Comp Code	Company Name	User Name	LastName	FirstName	Course Code	CourseName	EnrollDate	PassDate
1245	City of Acme	rw3-cbeavers	Beavers	Connie	EL12	Essential Skills of Communicating	Jul 29 2009	Jul 30 2009
1245	City of Acme	rw3-cbeavers	Beavers	Connie	EL11	Essential Skills of Leadership	Nov 7 2009	N/A
1245	City of Acme	rw2-atedeschi	Tedeschi	Art	SE09	Sexual Harassment Prevention	Apr 11 2009	Apr 24 2009
1245	City of Acme	rw2-atedeschi	Tedeschi	Art	WD09	Workplace Diversity	Dec 2	Dec 7
1245	City of Acme	rwwc	Redwoods	Dan	SE09	Sexual Harassment Prevention	Jun 2 2009	Jul 24 2009

The above page displays the course status for all courses your employees have taken. Results are listed alphabetically by employee last name. All courses that have been taken by that employee will be displayed. A N/A notification in the Pass Date column signifies that the employee did not pass the course. This can be useful to gauge entity-wide course status results without having to select an individual employee's transcript.

## Purchased Courses Report

This report lists your organization's course credit balance. You can check how many courses you've used, and what's still available. As the Course Administrator you should receive an automated message when your low course trigger is reached. This is usually when there are between 1 and 5 courses remaining.

### Course Balance Report

<b>Member:</b> Your Member Name Here	<b>Credits:</b> 147	<b>Usage:</b> 516
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### Print Group Certificate Instructions:

The print group certificate provides administrators' the ability to print certificates for their group. You may also print individual or select multiple users.

(Hold your Ctrl or Shift Key down to multiple-select items)

Exclude archived test records.

Select Users from this group.

Select courses for certificates that you wish to print.

Administrator, Dan (rwwc)	Bloodborne Pathogens (RW03)
Beavers, Connie (rw3-cbeavers)	Sexual Harassment Prevention (RW04)
Grimes, Steve (rw4-sgrimes)	
Tedeschi, Art (rw2-atedeschi)	

Description

Submit

By holding the Ctrl or Shift Key down you can multiple-select the users and the courses that you would like to print. Once you have selected the users and the courses from the list, click on the Submit button. This will then display the certificates of completion that you can print.



**Online University** .....

## Certificate of Training

*This Certifies That*

**Beth Rosenthal**

has successfully completed the FirstNet Learning course:

**Avoiding Collisions**

Duration: 30 Minutes

Completed on: 2/12/2009 10:04:38 AM

A handwritten signature in black ink, appearing to read 'P. Steven Craig'.

P. Steven Craig  
Managing Director  
VML Insurance Programs

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